13 August 1976

MEMORANDUM FOR: Processing Division and Staff Chiefs

STATINTL   FROM   : ████████████████
                               Deputy Director for Processing

SUBJECT   : Processings Missions and Functions

1. The recent ODP reorganization resulted in former OJCS Divisions work functions being performed by several of the new Divisions within Processing. This has resulted in the problem of identifying who is doing what. Consequently, the need for a Processing "Policy and Procedures" manual has surfaced, which is to describe Divisions' missions, functions and procedures for accomplishing work.

2. A study which is nearing completion, has resulted in the documenting of the attached Processing's components' missions and functions (with the exception of GIMS Division). It is requested that each addressee review this document to ensure that these missions and functions are correctly stated. Written corrections are to be forwarded to ████████████ no later than 20 August 1976.   STATINTL

3. The GIMS Division missions and functions will be disseminated under separate cover on completion in the near future.
                                                                STATINTL

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Attachment: a/s

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OFFICE OF DATA PROCESSING

MISSION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR FOR PROCESSING

(DD/P/ODP)

Mission

The DD/P manages Processing's resources in support of ODP's mission to assu that the Agency's computing needs are met, as prescribed in HR1-14.

Functions

o   Recommends plans and policy to D/ODP in support of ODP's mission.

o   Manages Processing's resources for implementing D/ODP-approved poli and plans.

o   Ensures the availability of ODP's computing resources to fulfill t Agency's current and planned computing requirements.

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SUPPORT STAFF
(SS/P/ODP)

Mission

SS/P provides the administrative and planning support for Processing. SS is
responsible for Processing's training, personnel, security, and logistics
matters, and interfaces with the appropriate ODP and Agency components in
execution of these duties; provides technical writing and library support to
ODP; coordinates and prepares budget and Program CALL documents; and is
responsible for all ODP procurement actions.

Functions

o   Originates procurement requests for hardware, software, and other
     related materiel and services, as approved by the DD/P; coordinates
     and serves as the focal point for ADP procurement and contracting
     actions with the Office of Logistics (OL).

o   Processes requests for terminals and remote job-entry (RJE) equipment
     connected to ODP computers, and coordinates these requests with the
     Offices of Security and Communications.

o   Monitors Processing's budgets.

o   Monitors ADP contracts and maintains appropriate records.

o   Provides general administrative support related to personnel,
     logistics,   internal-external   training,   security,   financial
     coordination or scheduled-unscheduled reports (e.g., activity,
     logistical, etc.), and any other general administrative request
     deemed necessary by the DD/P.

o   Maintains centralized management-information files of a common
     interest.

o   Writes, edits, generates, and coordinates the publication and
     distribution of technical (e.g., Tech Notes, user's guide,
     procedures, etc.) and non-technical (e.g., "Newsletter," Facilities
     Writing Standards Organization and Functions, Office procedures,
     miscellaneous references, etc.) computer- and Office-related
     documentation, as requirements dictate.

o   Assists Office components in their intercomponent writing tasks (e.g.,
     ADCON Documentation Standards, Harvest User's Guide, Centralized
     Library System, offsite tape storage procedures, etc.).

o   Coordinates the publication of all distributed user documents.

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o   Establishes   and   implements   writing   standards   for   technic
     publications.

o   Coordinates   the   accuracy   and   integrity   of   computer   syst
     documentation with the appropriate Processing components.

o   Maintains a current inventory of the most-commonly requested vers
     manuals and Agency-produced computer-related documentation.

o   Maintains a lending library of computer-related textbooks, whi
     includes monthly updating of a "KWIC Index" computer listing of t
     textbooks on hand.

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REVIEW GROUP
(RG/E/CLP)

Mission

RG reviews, weekly, all of ODP's computer usage requirements. Chaired by the
Chief, Engineering Division, its members include representatives of Processing
Divisions and Systems Integration Staff, Applications, and other interested
representatives of Agency components.

Functions

o   Reviews projected impending weekend computer centers' hardware,
         software, and special-processing requirements.

o   Reviews and coordinates, for four one-week periods (the past week and
         three impending weeks), plans and requirements for equipment
         maintenance and installation, configuration changes, and other
         activities that could impact the production capacity of ODP's computer
         systems.

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REVIEW BOARD
(FE/I/CDP)

Mission:

Chaired by the ADC/P/ODP and with Division Chiefs and C/SIS as members, FE is
policy, short- and long-range plans, and problem-resolution group that meets
required.

Functions

o   Reviews and determines the necessary action to resolve probl
      affecting Processing's goals and missions.

o   Formulates and coordinates short-term (18 months) and long-range (
      years) plans for L/ODP approval.

o   Establishes each of Processing's components milestones
      implementing both short- and long-range plans.

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SYSTEMS INTEGRATION STAFF
(SIS/E/CDP)

Mission

SIS determines the readiness of batch and interactive systems hardware/software changes within the CDP GC03 and GC47 Computer Centers, and coordinates with appropriate Processing components, accordingly; ensures the completeness of procedures necessary to install changes or additions; and, through testing, certifies the integrity and compatibility of such system changes or additions.

Functions

o   Tests software (except GIMS, CAMS, or TADS) enhancements for implementation readiness into, or as, the batch or interactive production systems (GC03 or GC47 Centers).

o   Performs or assists in benchmark studies for computer systems, as required.

o   Determines operator training and the preparation of operator documentation and procedures with the appropriate Processing components for the batch and interactive systems (in the GC03 and GC47 Centers).

o   Analyzes security spillages, as directed by the Management Staff.

o   Determines and prepares user information and training required for new, or changes to, the interactive or batch software systems.

o   Reviews batch and interactive systems software problems and initiates recommendations for modification.

o   Tests, as necessary, hardware system changes and modifications, as directed by the Chairman/PG.

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SYSTEMS PROGRAMMING DIVISION
(SPD/P/ODP)

MISSION

SPD generates and maintains stable and reliable ODP operating systems and other
system-related software, in accordance with ODP-approved plans.

FUNCTIONS

SPD is functionally divided into the following branches:

Batch Systems Branch (BSB/SPD/P/ODP)

   o   Generates and maintains current batch operating systems.

   o   Analyzes and diagnoses problems associated with current batch
        operating systems.

   o   Implements and maintains special batch software packages, such as
        compilers, assemblers, CROSSTABS, and SPSS.

   o   Maintains systems software packages required for the operation of
        peripheral systems, such as the CDC Page Reader, IBM Model 20s, and
        plotters.

   o   Customizes, implements, and documents (accordingly) new batch
        operating systems and software packages.

Online Systems Branch (CSB/SPD/P/ODP)

   o   Generates and maintains systems-related software (excluding SIMS) to
        provide online support for current batch operating systems.

   o   Analyzes and diagnoses problems associated with online systems
        software.

   o   Provides systems support for online software applications.

   o   Reviews online systems and makes recommendations, accordingly, for
        improving overall efficiency.

Interactive Systems Branch (ISB/SPD/P/ODP)

   o   Generates and maintains the ODP interactive system.

   o   Analyzes and diagnoses problems associated with the ODP in
        system.

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o   Maintains special interactive (timesharing) system software package
     such as APL, SEDIT, BATCHMON, and RAMIS.

o   Customizes and implements new interactive software systems a
     prepares documentation, accordingly.   .

o   Designs, implements, and maintains communications-access package
     such as the Conversational-Access Method (CAM).

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PRODUCTION DIVISION
(PD/E/CIP)

Mission

PD manages production applications and databases processed by computer and E
(electronic accounting machine) equipment by performing those functions relat
to data conversion, EAM services, and production applications comput
processing; reproduces and distributes computer-generated reports; a
maintains document and machine-readable program libraries for production a
development applications.

Functions

PD is functionally organized into the following two branches:

Production Control Branch (PCB/PD/E/CIP)

    o   Manages and processes production (operational) applications.

    o   Develops and maintains job-control language programs, onli
            interactive programs, and the production documentation mate
            required for processing production applications.

    o   Maintains production and development machine-readable progr
            libraries.

    o   Maintains an applications and computer program documentation library.

    o   Reviews new applications documentation and prepares process
            procedures for acceptance as a production application.

    o   Ensures processing data integrity and database restoration
            providing data backup and permanent storage.

    o   Performs periodic reviews on production applications to identi
            possible processing deficiencies.

    o   Reproduces and distributes computer-generated reports.

    o   Determines requirements for reports-reproducing hardware, facilities
            and maintenance.

Data Conversion Branch (DCB/PD/CIP)

    o   Manages and processes scheduled EAM applications and provi

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   c   Provides data-conversion and keypunch services at the Key Building and two Headquarters data-conversion facilities.

   o   Manages and operates the Key Building Data-Access Center (DAC).

   o   Coordinates EAM, DAC (Key Building), and data-conversion hardware facilities, and maintenance requirements with the Engineering Division.

   o   Provides special-handling and courier service for work processed for the Office of Finance.

   o   Manages and controls EAM and data-conversion databases to ensure data integrity, which includes data backup and database restoration.

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OPERATIONS DIVISION
(OD/E/CLP)

ssion

/P operates ODP's computer and remote-job-entry (RJE) centers; maintains gnetic tape libraries and diskpacks; processes computer data for computer nter customers; coordinates all hardware, software, and procedural changes th the respective Processing Divisions and SIS; and executes hardware, ftware, and procedural schedules for maintenance, configuration changes, and -production system testing.

ctions

is functionally organized into the following two independent computer ters:

eral Center

- o   Operates and schedules work to be processed on the computer equipment located in GC33 and IP1605 Headquarters.

- o   Operates the Chamber of Commerce and 4P50 Headquarters data-access stations, and the Northrop-Page building computing facilities.

- o   Controls diskpacks and manages a magnetic tape library.

- o   Maintains a receiving and distribution point for input to, and output from, the GC33 Center.

- o   Processes requests for offsite data storage.

- o   Executes RB/D-directed special plans.

- o   Produces the Center's short-range (maximum four weeks) scheduling and operating plans, as coordinated by AG/P.

- o   Identifies and reports incidents adversely affecting the operation of ODP's computing systems to the Chief Engineer (CE/ED/E/OLP).

cial Center

- o   Operates and schedules the work to be processed on the computer equipment located in the GC47 Headquarters.

- o   Controls diskpacks and manages a magnetic tape library.

- o   Maintains a receiving and distribution point for input to, and output from, the GC47 Center.

- o   Processes requests for offsite data storage.

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    o   Produces the Center's short-range (maximum four weeks) scheduling and operating plans, as coordinated by RG/P.

    o   Executes RG/P-directed special plans.

    o   Identifies and reports incidents adversely affecting the operation of the ODP's computing systems to the Chief Engineer (CE/ED/E/ODP).

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GIMS DIVISION
(GD/E/ODP)

Mission

GD is responsible for all processing services impacting the Generalized Information-Management System (GIMS). GD provides maintenance and enhancements to GIMS and measurement information used to improve system or applications design. This Division is solely responsible for the management of all the GIMS systems, including minicomputer database systems and COMPIX Automated Management System (CAMS) facility. Coordination for future applications requirements is through the GIMS Management Group.

Functions

GD is functionally orginaized into the following two branches:

Software Branch (SB/GD/E/ODP)

o   Maintains GIMS software.

o   Performs GIMS measurement, tuning, and optimization.

o   Develops enhancements to GIMS to meet customer and operational requirements.

o   Develops and publishes GIMS software documentation.

o   Provides problem-analysis support to GIMS.

o   Consults with ????? or general database systems problems.

o   Provides systems development and maintenance support for Database-Management Branch's minicomputers.

o   Reviews GIMS applications for impact on overall GIMS workload and availability.

o   Develops generalized batch utility programs for support of GIMS databases.

o   Defines three- to five-year plan for changes or additions to Office-supported generalized database-management systems.

Database-Management Branch (DBMB/GD/E/ODP)

o   Staffs and operates the GIMS Data-Processing Center (GDP).

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o   Monitors all GIMS operations.

o   Provides database-management and control to ensure data integrity,
    including data backup, archival storage, history tape analysis, and
    database restoration.

o   Installs new databases developed by ?????, and as approved by the GIMS
    Review Board.

o   Processes GIMS batch applications submitted or developed by ?????

o   Develops and publishes GIMS operating procedures.

o   Tests new GIMS software developed by ?????

o   Operates CAMS.

o   Participates in the GIMS Review Board activity.

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ENGINEERING DIVISION
(ED/P/ODP)

Mission

ED provides and maintains computer hardware systems, as approved by P/ODP, an directed by DD/P, and ensures the stability and reliability of the hardware.

Functions

ED is functionally divided into the following three branches, with engineering activity coordinated by a Chief Engineer:

Chief Engineer

- o   Coordinates the scheduling of computer hardware preventive maintenan with Operations Division (CD/P/ODP), through the the Review Grou (RG/P/ODP).

- o   Determines requirements for scheduled and unscheduled contract maintenance of computer hardware, and maintains maintenance records.

- o   Monitors hardware maintenance and engineering changes.

- o   Audits and certifies invoices for unscheduled computing and relate equipment maintenance.

- o   Directs and coordinates the action required in resolving proble related to computer systems (hardware and software) including trainin activities, and determines responsibility for corrective action.

- o   Monitors GSA's 30-day acceptance testing on new EDP equipment.

- c   Monitors environmental and power service tolerances.

- o   Assists ODP components, as required, in establishing hardwa performance standards.

Configuration Management Branch (CMB/ED/P/ODP)

- o   Plans and determines optimum hardware and software syste configurations operated by OD.

- o   Collects, reviews, analyzes, and reports to management on t availability of computer hardware and software systems con

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   o   Develops and coordinates plans with appropriate ODP components for
        alternate computer equipment facilities in the event of disaster.

   o   Drafts minimum equipment reliability performance requirements for ODP
        computer systems and coordinates with the Support Staff for
        publication of these requirements.

   o   Operates an answering service (Trouble Desk) to receive users' trouble
        reports and initiates corrective action.

   o   Provides technical consulting service to users requiring assistance.

   o   Develops and maintains systems for monitoring and measuring hardware
        and software systems performance, and audits hardware and software
        usage for short-term (e.g., 18 months) and long-range (e.g., five
        years) planning.

   o   Prepares a monthly computer and manpower resource report ("Project
        Activity Report") of ODP resource usage, by project, for Agency
        components.

   o   Assists the Chief Engineer in monitoring GSA's 30-day acceptance
        testing on new ADP equipment.

Facilities Branch (FB/EL/I/ODP)

   o   Prepares and maintains master drawings and records of the physical
        arrangement and interconnection of computer equipment.

   o   Participates in site planning for projected computer systems, which
        includes determining, preparing, and coordinating specifications and
        requirements for electrical power, environmental, space, and security
        with the appropriate service organizations.

   o   Plans, coordinates, and supervises activities associated with the
        physical installation of computer equipment.

   o   Monitors execution of short-term (e.g., 18 months) plans and ensures
        dissemination of notices of hardware changes to the user community.

Telecommunications Branch (TB/EL/I/ODP)

   o   Conducts site surveys and coordinates with the appropriate Agency
        components for installing remote devices in response to user requests.

   o   Installs, acceptance tests, and evaluates new remote devices, such as
        Delta Data terminals, Texas Instruments terminals, patch panels,
        multiplexers, etc.

   o   Monitors telecommunications hardware and software vendor maintenance
        performance.

   o   Provides and maintains the hardware and software for remote job-entry

   o   Responds to remote equipment trouble calls in answer

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trouble-answering service.